

Internal Policy Series

Policy Committee Terms of Reference

Category: Terms of Reference
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1. Purpose

- 1.1. The Otago University Students' Association Incorporated ('OUSA'), in accordance with section 11.2 of the OUSA Constitution, delegates the setting of OUSA internal policy to the OUSA Executive.
- 1.2. OUSA recognises that consistency is required in the setting of reviewing of internal policy.
- 1.3. To this end, OUSA has established the Policy Committee ('the Committee') to draft internal policy, review internal policy, and to provide recommendations thereon to the OUSA Executive.
- 1.4. From time to time, the need may arise for advice on the wording of Constitutional amendments or proposed external policy motions, or the wording of submissions to external bodies.
- 1.5. To this end, the Committee also exists to provide advice, on request.

2. Interpretation

- 2.1. In this policy, unless the context otherwise requires –

Advice means a non-binding opinion on a proposed course of action.

Association means the Otago University Students' Association Incorporated.

Committee means the Policy Committee established and governed by this Terms of Reference.

Constitution means the Constitution and Rules of the Otago University Students' Association Incorporated.

Executive means the governing board of the Association.

External body means any organisation other than the Association.

External policy means any Association policy not governed by section 11.2 of the Constitution.

~~Chief Executive Officer~~ ~~General Manager~~ means the person employed in this position by the Executive.

Internal policy means any policy governed by section 11.2 of the Constitution, including OUSA Terms of Reference.

Policy means the rules governing the procedures, functions, or stances of the Association.

Policy Development Protocol refers to the Policy named as such, which governs the creation and maintenance of policy.

Recommendation means the suggestion or endorsement of a proposed course of action

3. Membership

- 3.1. Membership of the OUSA Policy Committee shall consist of:
 - 3.1.1. The OUSA Administrative Vice-President, who shall act as chairman of the Committee;
 - 3.1.2. The OUSA President;
 - 3.1.3. The OUSA Finance ~~and Services~~ Officer;
 - 3.1.4. The OUSA ~~General Manager~~ Chief Executive Officer;
 - 3.1.5. Any interested members of the OUSA Executive who shall be voted onto the Committee by general resolution of the Executive;
 - 3.1.6. Any other OUSA Members or staff who may be co-opted by the Committee.

4. Terms of Reference

- 4.1. The Committee shall conduct its business in accordance with the Policy Development Protocol.
- 4.2. The Committee shall look at the formatting of internal policies and draft recommendations that align this formatting with that of OUSA branding in general.
- 4.3. The Committee shall undertake systematic review of internal policies currently ratified. If, during this review, the Committee feels that internal policies need to be amended, it will propose such amendments as it sees fit.
- 4.4. The Committee shall draft new internal policies as it believes are necessary for the smooth running of OUSA.
- 4.5. The Committee members shall actively seek input from Department Managers as to policies that those staff members believe need amending or creating to facilitate functioning in their departments.
- 4.6. The Committee members shall actively consult with the OUSA Secretary on a regular basis.
- 4.7. All internal policy shall pass through the Committee before being taken to the Executive.
- 4.8. The Committee shall not ratify any policies but may recommend internal policies for the Executive to ratify.
- 4.9. Without limiting or interfering with the power of the Student Body to amend the OUSA Constitution under section 8 of the OUSA Constitution, the Committee, at the request of any member of the Association, may provide advice on the wording of proposed Constitutional changes.
- 4.10. Without limiting or interfering with the power of the Student Body's power to set external policy under section 11 of the OUSA Constitution, the Committee, at the request of any member of the Association, may provide advice on the wording of proposed external policies.
- 4.11. Upon request of the individual making the submission, the Committee may provide advice on the wording of submissions to external bodies.
- 4.12. Any advice provided under sections 4.9, 4.10, or 4.11 of this policy shall not take the form of a recommendation.

5. Membership

- 5.1. Constitution and Rules of the Otago University Students' Association Incorporated.
- 5.2. The OUSA Internal Policy Booklet
- 5.3. The OUSA External Policy Booklet
- 5.4. The OUSA Policy Development Protocol
- 5.5. The OUSA Internal Policy Template
- 5.6. The OUSA Terms of Reference Template
- 5.7. OUSA Policy Implementation Guidelines.